 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division</b>	Executive Division			
	<b>Chapter No./Name</b>	DCFS Policy Manual			
	<b>Part No./Name</b>	4/Human Resources			
	<b>Section No./Name</b>	4-05 Individual Pay Adjustments			
	<b>Dates</b>	<b>Issue/Reissued</b>	July 13, 2012	<b>Replacing</b>	January 2006

## I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services to provide uniform guidelines and criteria regarding individual pay adjustments under [Civil Service Rule 6.16\(C\)](#), which states:

“When an appointing authority requests and can present adequate justification with documentation before the Commission in public hearing, the Commission may grant special adjustments in pay for individual employees.”

These requests should be extremely rare and should not be made merely because pay is perceived to be too low. Justification that the employee could have been hired up to the midpoint of the range, but was not because the Department failed to use [Rule 6.5\(g\)](#) cannot be used to support the request

This policy can only be used for requests for pay adjustments that exceed 10%. The [DCFS Optional Pay Adjustment Policy 4-22](#) shall be used for pay adjustments that do NOT exceed 10%.


## II. PROCEDURES

The following information must be submitted with a request for a pay adjustment under this policy:

- Name of the employee
- Classified job title of the employee
- The bi-weekly adjustment amount (requested bi-weekly salary minus present bi-weekly salary equals bi-weekly adjustment amount)
- Any information that may be important to the situation, such as a chronology of events or actions that affected the employee
- A copy of the written job offer and the name of the person who has verified the offer, when requesting a pay adjustment to match a job offer from private industry
- Proposed effective date of the action

The letter of request to the Commission must be posted in a conspicuous place at least two weeks before the Commission meeting so that all DCFS employees can easily see it.

The Secretary or the Undersecretary is responsible for approving each request before presentation to the Civil Service Commission.

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The appointing authority of each Division is responsible for assuring that individual pay adjustments are requested according to this policy and for certifying that adequate funding is available.

An appointing authority may request an exception from this policy by submitting a written request for exception, with supporting documentation, for approval of the Secretary.

Each request must be approved by the Deputy Secretary or Bureau/Section Director and be forwarded to the Human Resources Director for review and recommendations.

**Requests for individual pay adjustments are based on one of the following criteria and requirements:**

**A. *Gross Salary Disparity***


To correct mechanics of the pay plan and/or results of classification procedures. [Rule 6.16\(C\)](#) can be used to correct the following:

- To allow a promotion with no reduction in pay when the employee leaves a lower job that has premium pay
- To “fix” obvious, rare pay inequities. This does not apply for normal cases where subordinates earn more than their supervisors due to seniority, etc.

**B. *Retention of Employee***

To retain an employee that the department is in serious risk of losing and replacement would be extremely difficult. [Rule 6.16\(C\)](#) may be used, provided all the following information supports the request:

- Evidence of the current risk of losing the employee; specifically, information concerning offers made to the employee, including dates of offers, identification of the individuals or firms making the offers, and salary amounts offered
- Special qualifications and/or credentials possessed by the employee. The appointing authority must clearly explain the importance of the person’s loss and the difficulty of replacing him/her

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- That the increased pay will motivate the employee to remain in the department's employ
- Special information concerning the history of recruiting efforts made to fill the position. This is to include the turnover rate for the position and the reasons previous employees left the position

Individual pay adjustments may be requested up to the maximum rate of pay of the pay level assigned to the employee's job title.

### III. FORMS AND INSTRUCTIONS

There are no forms and instructions associated with this policy

### IV. REFERENCES

[Civil Service Rule 6.16\(C\)](#)

[DCFS Optional Pay Adjustment Policy 4-22](#)

[Rule 6.5\(g\)](#)